

**Department of Homeland Security  
Federal Emergency Management Agency  
U.S. Fire Administration  
Board of Visitors for the National Fire Academy  
December 3, 2020  
Zoom Teleconference**

**Attendees:**

The following members of the Board of Visitors for the National Fire Academy were in attendance for the teleconference.

John S. Butler (Chair)  
Fire Chief  
Fairfax County Fire and Rescue Department  
12099 Government Center Parkway  
Fairfax, VA 22035

Michael Macey  
Division Director  
Simtable  
40A Calle Josephina  
Santa Fe, NM 87506

Dr. Patricia A. McIntosh (Vice Chair)  
Emergency Management Coordinator  
College of the Mainland  
1200 N. Amburn Road  
Texas City, TX 77591

Steven Dubay  
Deputy Chief  
Colorado Springs Fire Department  
375 Printers Parkway  
Colorado Springs, CO 80910

Chief Kevin D. Quinn  
First Vice Chair  
National Volunteer Fire Council  
7852 Walker Drive, Suite 375  
Greenbelt, MD 20770

Kristin Crowley  
Deputy Chief  
Los Angeles Fire Department  
200 N. Main Street, Suite 1770  
Los Angeles, CA 90012

Thomas E. Romaine, Jr.  
Smokechaser  
Minnesota Department of Natural  
Resources - Forestry  
644 Pfaender Drive  
New Ulm, MN 56073

Dr. Mark A. Rivero  
Site Coordinator  
Southern Illinois University  
1044 Beaver Crest Court  
Henderson, NV 89015

Federal Emergency Management Agency/U.S. Fire Administration/National Fire Academy (FEMA/USFA/NFA) staff in attendance:

Mr. Dwayne Baker, Lead Analyst, Office of Partnership and Engagement, DHS  
Mr. Kevin Brame, Branch Chief, Leadership and Community Risk Reduction Branch, NFA  
Chief Keith Bryant, Fire Administrator, USFA  
Chief Steve Dean, Deputy Superintendent, NFA  
Mr. Ken Farmer, Branch Chief, Education, Training and Partnerships Branch, NFA  
Mr. Al Fluman, Director, USFA/NETC Management, Operations and Support Services Division  
Mr. Eriks Gabliks, Superintendent, NFA  
Ms. Debbie Gartrell-Kemp, Program Support Specialist  
Ms. Julia Hanson-Takyi, Analyst, Office of Partnership and Engagement, DHS  
Chief Tonya L. Hoover, Deputy Fire Administrator, USFA  
Ms. Dawn Long, Statistician, Training, Administration, Planning and Analysis Branch, NFA  
Ms. Ellen Newlin, Program Specialist  
Mr. Lester Rich, Branch Chief, Response Branch, NFA  
Ms. Michelle Spielman, Secretary  
Mr. Bill Troup, Branch Chief, National Fire Data Center, USFA

### **Convene Board of Visitors Meeting/Welcome/FACA Training**

**Chief John Butler, Chairperson, Board of Visitors**

**Chief Keith Bryant, Fire Administrator, U.S. Fire Administration**

**Chief Tonya L. Hoover, Deputy Fire Administrator, U.S. Fire Administration**

**Mr. Eriks Gabliks, Superintendent, National Fire Academy**

**Chief Steve Dean, Deputy Superintendent, National Fire Academy**

Chief Steve Dean welcomed the board with opening remarks:

Good afternoon, and welcome to this meeting of the USFA/NFA Board of Visitors. This meeting is being conducted under regulations outlined in the Federal Advisory Committee Act (FACA).

I want to thank you for volunteering your time, diligent work, and for completing the necessary security and ethical processes to serve as Special Government Employees.

My name is Steve Dean. I am the deputy superintendent of the NFA and will be serving as Alternate Designated Federal Officer (DFO) for this meeting. My role is to serve as liaison between the Board of Visitors and the USFA. I am also responsible for ensuring that all the provisions of the FACA are met regarding the operation of the Board of Visitors. All of you know Ms. Deb Gartrell-Kemp, whose work with FACA officials at FEMA and the Department of Homeland Security (DHS) have made this meeting possible and made my work immeasurably easier and more productive. Ms. Michelle Spielman and Ms. Ellen Newlin are Deb's backups, and I want to thank them officially for everything they do.

Welcome to our new Board of Visitors members: Mr. Michael Macey, Dr. Mark Rivero, Ms. Kristin Crowley and Mr. Steven Dubay. Meeting the ethics and disclosure requirements is critical

to our operation; you will be briefed by our ethics lawyer and FACA officer so that you can understand these ethics requirements in the near future. We also welcome Superintendent Mr. Eriks Gabliks. Eriks will be in charge of the next meeting after he attends the appropriate training to be a DFO.

We have an agenda as published in the Federal Register. The times listed are approximate, and we may need to adjust the agenda to accommodate schedules. We must ensure that time for deliberations is adequate and that the public has ample time to make comments. We have no comments from the public for this meeting.

Dextera/ZAI support staff, Ms. Tina Mumpower, will be taking notes and will compile minutes. Minutes will include matters discussed and conclusions reached by the board. As the DFO, I am responsible for preparing the minutes and ensuring that they are certified by the meeting chair within 90 calendar days. All comments and notes will be available for public review forever. Please be sure to state your name before speaking so the minutes can be recorded accurately. If you have notes, please email them to Deb today so she can forward them to Tina.

Chairman Butler, I convene this meeting of the USFA Board of Visitors to you. Please begin with the roll call.

Chief John Butler called the meeting to order.

Chief Butler asked Ms. Gartrell-Kemp to take the roll call. Attendance was completed and the quorum was met. Chief Butler welcomed and thanked everyone in attendance. He stated that this was his first meeting as chairperson, and he asked for everyone to be patient with him. Chief Butler explained that he spent time with the past chair, Mr. Andrew Pantelis, to prepare for today's meeting; however, he will need some time to refresh his skills.

Chief Tonya Hoover greeted everyone. She congratulated all the new members and Chief Butler on his new position as chairman. Chief Hoover expressed her gratitude for the time and effort the Board of Visitors devotes to supporting the NFA. Chief Hoover indicated that Mr. Gabliks was joining this meeting for the first time as the NFA superintendent, and she was pleased that a Board member moved into an NFA position.

Mr. Gabliks indicated that it was good to see everyone, and he welcomed the new members. Mr. Gabliks stated that it is an honor and a pleasure to be in his new position. He provided a brief background indicating that as a volunteer firefighter in the 1980s, he attended a two-day class at the NFA. After that class, he attended a state weekend and then continued to be a part of the NFA over the years. This included becoming an Executive Fire Officer (EFO) graduate and becoming involved with Fire and Emergency Services Higher Education (FESHE). As the state fire training director in Oregon, he became a customer of the NFA, ensuring that opportunities were available in the state. He also built strong FESHE relationships and worked with Portland State University on an innovation to recognize NFA classes toward a degree. In addition, as a mentor, he recommended those looking for development to attend the NFA. Mr. Gabliks stated that he is looking forward to moving into his new office at the NFA and working with everyone there. Mr. Gabliks advised that the Board of Visitors plays an important role at the NFA. He advised that

today's meeting will include reports from different curriculum areas and Management, Operations & Support Services. Mr. Gabliks indicated that the last time the Board met on campus, they walked around and found things that needed to be done. He believes everyone will be pleased when they come back as many projects have been completed, including fresh paint and a new front gate entrance. Mr. Gabliks thanked everyone for their commitment to the Board as well as their personal messages sent to him.

Chief Keith Bryant thanked everyone for the opportunity to speak. He stated how important the Board of Visitors is to the mission and success of the NFA and USFA. Chief Bryant advised that a lot of changes are taking place. He expressed his appreciation for the Board's support, especially through all the transitions. Chief Bryant indicated that key positions have now been filled, including Mr. Gabliks' move to superintendent from the Board and Chief Hoover's move to deputy fire administrator. He is confident that they will both be successful, and he is positive about the future. Chief Bryant also stated that it is a privilege to work with everyone.

Chief Butler stated that he looks forward to returning to the academy and seeing the work that Mr. Gabliks spoke about.

**USFA Data, Research, Prevention and Response**  
**Chief Richard Patrick, Director, National Fire Programs Division**  
**Mr. Bill Troup, Branch Chief, National Fire Data Center, USFA**

Mr. Bill Troup spoke in place of Chief Richard Patrick. Mr. Troup stated his regret that Chief Patrick could not attend. He said that he was thankful for the invitation and that it was an honor to be a part of the meeting. Mr. Troup reported the following:

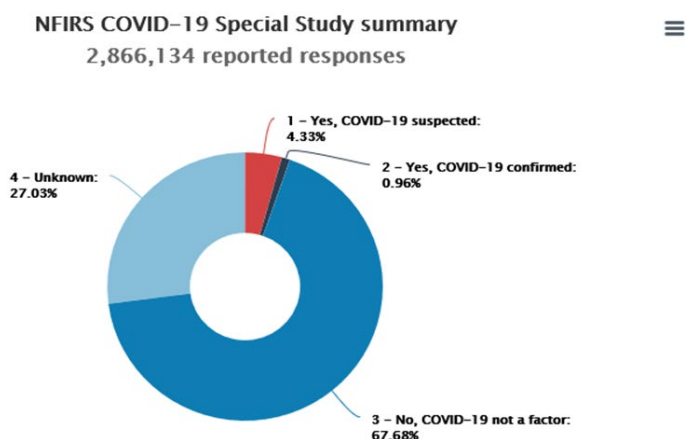
- The USFA National Fire Programs recently released the "Emergency Services Ergonomics and Wellness" handbook developed in partnership with the International Fire Service Training Association/Oklahoma State University. The handbook updates a USFA 20-year-old ergonomics document.
  - Web page: <https://www.usfa.fema.gov/operations/ergonomics/index.html>
  - Report: <https://www.usfa.fema.gov/downloads/pdf/publications/emergency-services-ergonomics-and-wellness.pdf>
- An "America Burning" study with the International Association of Fire Chiefs (IAFC) is ongoing. The focus is on the American fire problem and America Burning-Wildland Urban Interface (WUI) edition. Wildfires within the WUI are a serious and growing problem for the U.S. The report focuses on these concerns and what can be done to mitigate them.
- There have been 29 new prevention pictographs added to the collection, which now totals 111. Examples include how to call 911 and deliver first aid, along with other topics such as electrical safety, road safety, fall prevention and wildland fire safety.

- The National Emergency Training Center (NETC) Library developed and shared the COVID-19 Research Guide on the library webpage at <https://www.usfa.fema.gov/data/library/libguides/covid-19/>. This provides a one-stop shop to help researchers, students, practitioners and the general public find materials related to the ongoing pandemic.
- The crosswalk document is being updated. The NFA is one of several avenues to get courses.

With the assistance of Ms. Spielman, Mr. Troup used a PowerPoint presentation to share the following information and data regarding the National Fire Incident Reporting System (NFIRS) being managed by the USFA National Fire Data Center.

- NFIRS:
  - Collects, analyzes, publicizes, disseminates and markets information related to the nation's fire problem.
  - Collects approximately 29 million incidents from over 24,000 fire departments.
  - Works with 250 third-party private sector vendors who develop programs for the NFIRS data specification.
  - Works in partnership with federal partners as well as other external organizations who rely on NFIRS data.
  - NFIRS website: <https://www.usfa.fema.gov/data/nfirs/index.html>.
- NFIRS Modernization (eNFIRS):
  - Completed in October 2020.
    - Mr. Troup added that the upgrade was needed as the old system was not meeting DHS security requirements.
  - Necessary to complete web enablement of all the NFIRS tools and update architecture and system security.
  - Provided training to nearly 2,000 NFIRS state program managers and system users.
    - Mr. Troup said that this helped to mitigate challenges. He explained that the call volume on the help desk is still about four times higher than normal; however, he believes it would be higher if the training was not completed.
    - Mr. Troup added that data should be saved frequently, and that has been communicated via infogram and other means.

- NFIRS COVID-19 special study:
  - In response to COVID-19, NFIRS established its first-ever special study on these responses by fire departments.
    - Mr. Troup indicated that this was the first time in 25 years that a special study was conducted.
  - Since its inception, it has collected nearly 3 million incidents.
  - NFIRS COVID-19 Special Study Dashboard is on the USFA web site at [https://www.usfa.fema.gov/data/nfirs/covid-19\\_dashboard.html](https://www.usfa.fema.gov/data/nfirs/covid-19_dashboard.html).
  - The following summary was provided. Mr. Troup pointed out that the data showed surprising results, including COVID-19 being suspected in 4.3% of the responses and being confirmed in less than 1%.



- Incident types with the Special Study code; 2,866,134 reported responses:

1	Rescue and EMS	63.17%
2	Good intent	11.47%
3	Service	8.01%
4	False alarm/calls	7.85%
5	Fires	4.97%

- Mr. Troup added that the responses mirror standard NFIRS responses.

Mr. Troup also stated that two of five employees were deployed for COVID-19 response efforts. He advised that there was mainly one individual who worked on the special study. He expressed gratitude to the staff for their successes under the incredible demands of the branch.

Ms. Spielman shared the following graphic of the All Hazards Incident Management Team (IMT) for Mr. Troup. He thanked her and explained that the graphic showed what is involved to become tenured.



Mr. Troup advised that he had another meeting to attend. He indicated that he could return to the meeting if needed. Chief Butler indicated that would be fine, and Mr. Troup stated to reach out if anything further was needed.

### **Deferred Maintenance and Capital Improvements on the NETC Campus Mr. Al Fluman, Director, USFA/NETC Management, Operations & Support Services Division**

Mr. Al Fluman greeted the Board of Visitors and explained that he would provide a campus-wide update and then answer any questions. Mr. Fluman reported the following:

- The campus is currently in week 38 of COVID-19 operations. Capacity is set at 50% of staff, and approximately 30% of staff is on campus with the remainder on telework. COVID-19 procedures are being followed. Preparation is underway for the resumption of classes in January.
- Cleaning is ongoing and includes carpet shampoos and floor waxing.
- Ongoing improvements on campus include:
  - The main gate, which is 65% complete. The gate and traffic pattern are done. The building, which is a modular type, should be here by Dec. 11. The building will be a visitor center/security building. Once it is in place, additional work will need to be completed, such as furnishing it, running cable, etc. There is also environmental work to complete per the state of Maryland. The gate will be open Jan. 3, 2021, even if the building is not done.

- Major roof replacement on Building H has been completed except for the pool area. The scaffold will be taken down soon. Special glass needs to be ordered for above the pool area. The contractor did an excellent job, and they will hopefully be used for other roofs.
- Fire alarm upgrade contracts are in place for system installation of five buildings.
- There are three projects kicking off:
  - Renovation of Building L that will free up room for dorm space.
  - Renovation of Building J and Building O basements. Some work has been done, but the major work will start in a couple of weeks. This will allow for the movement of staff and add a couple of classrooms.
  - Complete overhaul of required security elements, including the intrusion detection system, passive access control system and video surveillance system.
- Large completed projects include:
  - Building H heating, ventilating, and air conditioning (HVAC) replacement.
  - Building S solar panel installation.
  - Building J remodel, which includes new paint, new carpet and the installation of new curtains.
  - Building N, an 1870 building, repair and painting of exterior including the cupola.
  - Building A gravel parking lot is now asphalt with painted lines.
- Projects planned for this fiscal year (FY) once the budget is approved:
  - Solar panel installation to the last flat roof on campus, Building J. This installation will assist with powering multiple buildings. There will be a total of six buildings on campus with solar panels, and the campus will be closer to the goal of net-zero electricity.
  - Design and installation of HVAC for the final building on campus to be complete. This is for Building N, and it will be costly but needs to be done.

Mr. Fluman asked if there were any questions. Chief Kevin Quinn spoke about previous discussions regarding the construction of a new health and safety building. He asked if that was still being planned. Mr. Fluman explained that part of the master plan is for two additional buildings. One would be a wellness/health center and the other would have recreational space, such as a gym and workout area, on the first floor with dorm space on the second floor. He



explained that nothing is definite on this. He also explained that another long-term plan is to acquire land adjacent to the property to be used for training purposes. Funding would be needed for these projects.

Chief Butler asked if there were any further questions. There were none.

## **National Fire Academy Updates on Developments, Deliveries, Staffing and Admissions**

### **Mr. Eriks Gabliks, Superintendent, National Fire Academy**

Mr. Gabliks reported that the NFA is open for business and that two-day courses are continuing in the states under the established COVID-19 guidelines. He added that not all courses can be converted to a virtual platform. Mr. Gabliks stated that he arrived in Maryland the second week of November, and all staff have been busy doing work. He asked each of the four branches to provide an update. Information was presented by each branch as follows.

- Training, Administration, Planning and Analysis branch; Ms. Dawn Long stood in for Ms. Tiffany Warren and provided the update.
  - Current bid cycle.
    - The current instructor bidding period is open from Dec. 1 through Jan. 4 for the April to June 2021 offerings for all venues.
    - Presently waiting on the decision if January on-campus offerings will be held.
    - Awards for January offerings will be announced once management approval is received.
  - Government Performance and Results Act, NFA training and education impacts.
    - FY 2020 successes:
      - Conducted outreach efforts in the classroom and emphasized the importance of long-term evaluation responses, resulting in an increase of student responses by 61.8% and supervisor responses by 52.6% over FY 2019 responses.
      - Continued upgrading curriculum to maintain currency and relevancy. Six classes were end-dated and removed from the list of courses delivered/supported by the NFA. The EFO Program is undergoing redesign with four new resident courses and four new mediated courses being developed. In addition, 11 other courses

were funded for development/revision. Six of these courses are being developed/revisted to an online or mediated format.

- Expanded mediated, online and enfranchised deliveries (state/local host requests for off-campus delivery). Despite COVID-19, the NFA continued to deliver training in alternative formats, bringing the total number of students trained in FY 2020 to 6,462 through 319 offerings. NFA also trained 60,251 students in online platforms.

-- FY 2020 stumbles:

- Reduced in-person training delivered to the nation's fire and emergency medical services (EMS) audiences due to COVID-19.
- Less than a 50% response rate from supervisors responding to the questionnaire on whether or not their employees are more prepared due to NFA training.
- Lack of essential course deliveries, such as WUI training/education, to support USFA and FEMA's missions.

- Education, Training and Partnerships branch; Mr. Ken Farmer reported the following:
  - Awaiting authority to operate for the new Blackboard learning management system (LMS) mediated system. Anticipated by March 2021. Currently operating off the Homeland Security Information Network (HSIN).
  - Mr. Gabliks recapped that Blackboard is the solution and working with HSIN is an intermediate step.
  - Mr. Mike McCabe has announced his retirement effective Dec. 31.
  - Hiring is being pursued for the LMS online learning system.
  - System upgrade was completed for the systems, applications and products self-study system.
  - There are 170 courses on file and 2044 students.
- Leadership and Community Risk Reduction branch; the newly appointed chief, Mr. Kevin Brame, provided the following updates:
  - Youth fire setting curriculum:

- A virtual design meeting was held in mid-November. Efforts are being made to accommodate opportunities to present this course regionally as well as on campus.
- Planning and information management curriculum:
  - A virtual design meeting was conducted in mid-November for a self-study course titled “Introduction and Application of Data for Fire and EMS.” This course teaches basic things like Excel and advances to higher-level uses.
  - A kick-off meeting has occurred for a mediated course titled “Planning for Catastrophic Disasters and Unusual Events.”
  - The “Training Supervision” (F/W0736) course has been completed and submitted for final edits. This is unique in that it has been specifically designed for the Zoom format of delivery.
  - “Campus Life Safety – Planning” (0687) has been redesigned to a mediated format and is pending final review.
- Fire prevention: technical curriculum:
  - Mr. Keith Heckler has thoroughly reviewed the entire curriculum. Proposals for action are being prepared.
- EFO Program updates:
  - A virtual delivery pilot of “Executive Leadership” (R0125) will conclude on Dec. 18. All remaining offerings will be virtual.
  - Legacy students are anxious to finish the program. They would like to attend class in person, but they also want their certificates. To accommodate this, requirements are being completed virtually. They include a virtual Gettysburg field trip and a virtual setting for their defense papers. These students will also become the first group of virtual graduates.
  - “Executive Leadership: Introduction to Executive Fire Officer and Research Design” (M5101), which is the opening course of the revised EFO Program, received an American Council on Education (ACE) credit recommendation of three credit hours at the graduate level. This is consistent with efforts in the revision process to have the program be at the graduate academic level.
  - There are currently eight cohorts with 145 students in the revised EFO Program. They are currently training through self-study, attending weekly sessions through Zoom, and using a drop box through the HSIN.

- For FY 2022, there are 454 applications for the revised EFO Program, and there are currently 150 seats available. Application evaluations are in progress.
- The EFO Program manager retired. Ms. Tina Crevier has been selected as the new program administrator for the EFO and Managing Officer programs. She began her new duties on Dec. 6.
- A new instructional services specialist has been selected. A start date is pending administrative processing and will hopefully occur by the end of the year.

Mr. Brame asked if there were any questions. Dr. Patricia McIntosh asked if it was known why there was such an increase in the number of EFO Program applications. Mr. Brame stated that in past years, the numbers were down to about 200. His belief is that the reason is due to responding to customer needs, switching the program to a hybrid method and compressing it from four to two years. He added that this is now a graduate-level course, and some students have started the program then realized it was too fast-paced for them. He added that the M1 class is designed to teach research. It sets a good foundation in the beginning, and those staying in the program see that. He also said that the program is now an academic graduate-level program, and it shows based on the M1 ACE review which provides three credit hours at the graduate level.

Mr. Gabliks spoke to advise everyone to be aware that there are now personal questions included with the application process. He explained that this is due to using the HSIN as they want to make sure you are who you say for security purposes. To alleviate some concerns, the staff has created a one-page document to educate students.

Mr. Gabliks also informed the Board that although the legacy EFO Program students will finish and graduate virtually, they will have the same opportunity to graduate formally. A virtual graduation is being worked on and will include a determination on how to present certificates to the students. He would like everyone to know that graduation is not being diminished. Discussions are being held on how that can be done and include sending the certificate to the chief for them to present it in the same manner as an in-person graduation, and using Zoom during the presentation in an effort not to take away from the achievement.

- Response branch; the newly appointed chief, Mr. Lester Rich, used a PowerPoint presentation to assist with the following updates.
  - Incident Management:
    - Expanding partnerships with the Federal Bureau of Investigation, National Institute of Science and Technology (NIST) and DHS.
      - Includes incident command system (ICS) and unified command-related content.

- Expanded partnership with NIST allows the NFA to integrate virtual and augmented reality with data overlays into its incident management curriculum using educative 360-degree video from a wildfire and structure fire. The footage allows the learner to immerse themselves in the scene and see different aspects of the fire.
  - Continues to bolster its partnership with DHS Science and Technology with participation in the Enhanced Dynamic Geo-Social Environment, Predictive Modeling, Next Generation First Responder and the DHS First Responder Group to include testing current technologies as well as integrating a school setting and other simulated environments to enhance learning.
- Expanding deliveries of All Hazards IMT trainings.
- Creation of additional all-hazards exercises to ensure multi-jurisdictional and appropriate level of exercises are based on current events, lessons learned and best practices.
  - Participating in numerous national-level committees regarding incident management and National Incident Management System Network.
- EFO Program year three development continues.
- Consolidating courses and creating new online courses.
  - Working on “current trends series” for virtual instructor-led deliveries.
- Course revisions went well with ACE and were referenced as a model for the NFA.
- Responder Health and Safety:
- Curriculum reviewed last year by Mr. George Morgan.
  - Two courses converted to virtual offerings effective Nov. 30: “Incident Safety Officer” (F/W0729) and “Health and Safety Program Manager” (F/W0722).
  - Four new courses defined during curriculum review with development pending: “Health and Wellness” (M0683) and “Safety Program Operations” (M0684) are ready for pilot, date unknown; “Occupational Exposures in the Fire & Emergency Medical Services” (M0685) and “Safety Essentials” (Q0694), a four-hour online self-study course, are under contract.

- Hazardous Materials (HAZMAT):
  - Mr. Wayne Yoder is primarily working with external partners due to the dependency of hands-on instruction in this area. It is hard/almost impossible to change these classes to virtual.
  - Involved with the Jack Rabbit Project.
  - Continuing partnerships with National Fire Protection Association (NFPA), U.S. Department of Transportation (DOT) and IAFC.
    - External involvement with DOT Pipeline and Hazardous Materials Safety Administration on several issues associated with the Emergency Response Guidebook, liquefied natural gas by rail, and the evolution of NFPA 470, *Hazardous Materials Standards for Responders*, compilation of three standards associated with HAZMAT response and the HAZMAT curriculum.
    - Interfacing with the IAFC on several HAZMAT issues/concerns. The latest is the IAFC CO2 white paper, referencing the use of CO2 in the gas mode.
  - Continued participation in a large-scale chlorine release multi-agency project.
  - Two courses under revision/development.
- Emergency Medical Services:
  - In-person courses on hold pending Blackboard activation.
  - Continuing evaluation of alternate delivery options.
    - Participation in Maryland state virtual weekend being held by the University of Maryland.
- Fire and Investigative Sciences:
  - Continues to offer “Fire Investigation: First Responders” (F/W/N0770) course virtually via Zoom.
  - In November, successfully and safely trained Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF)-Certified Fire Investigator candidates’ class and delivered in-person offerings of “Fire Investigation Essentials” (R0772) and “Fire Investigation: Electrical Systems” (R0776).”

- Students were all federal employees. Regarding COVID-19 prevention measures, such as temperature screening, this was a good test to assist with students coming back. It was a huge success.
- Launched a new partnership with ATF and Customs and Border Protection Canine Training Center in Front Royal, Virginia, by providing additional joint training opportunities with the Accelerant Detection Program and the NFA Burn Laboratory.
- Four courses continue with in-house development.
- Courses submitted for ACE review were highly rated and praised by the review panel. This is primarily due to the efforts of Ms. Christine Spangler and our ATF partners.
- Instructional System Specialists:
  - Two instructional design experts for in-house development are partnering within the branches to assist since a lot of this branch relies on hands-on training.
  - Heavily committed to the EFO Program, serving as contracting officer representative. Monitoring efforts and interfacing with contractors.
  - Supporting deputy superintendents' consultants for multiple instructional design process updates.

Mr. Rich asked for questions. Mr. Macey asked if there was anything on the radar regarding the implementation, training and future scoping of the Intelligence/Investigations (I/I) aspects of ICS. Mr. Rich advised that this was not occurring within the response branch, and he was not aware of any specifics right now. Mr. Gabliks indicated that Mr. Brame may be able to assist with the concern. Mr. Macey added that the fire ground managers are being inundated with the speed and volume of information, as well as the implementation of many new innovations and technologies. The complexity and coordination required to manage intelligence was making him wonder where I/I was being addressed and if not, should it be? Mr. Brame explained that getting access to the software is lengthy, and it is difficult to teach. It is more feasible to introduce the gathering and use of data and to provide links for where to find it. There were no further questions.

Mr. Gabliks spoke to advise the Board that communications surrounding protocols are being held. Protocols are currently in place to meet the needs for students to return to campus. It is also possible that staff and students will be tested when training resumes. The overarching discussion is students' adherence to the rules. For example, what if they decide to leave campus or not use face coverings? There will need to be frank discussions regarding this as it will dictate the ability to bring them back, and there will be a long-term impact if the rules are not followed.

Mr. Gabliks also reported the following:

- On-campus classes: Dec. 10 is the date for a decision on resident training for January. Admissions will be prepared to send out a notice to students. Students should not buy airline tickets until they receive the communication.
- Off-campus classes: Two-day and six-day classes continue on a state-by-state basis, working with host agencies and meeting local COVID-19 guidelines. Virtual classes are ongoing.
- ACE accreditation: There were 21 classes reviewed and more than 40 scheduled for 2021.
- FESHE: Mr. McCabe retired to pursue interests outside of the fire profession. This created a key vacancy in the FESHE program. There was a virtual conference held Nov. 17-18 with good attendance and discussion. The discussion included the need for growth; getting young, precollege students involved; getting college and university models active; and having the NFA seek articulation agreements in addition to ACE. Mr. Gabliks advised Dr. McIntosh that these discussions will provide a good place to start once the vacancy is filled on the Professional Development Initiative Subcommittee.

## **Board of Visitors Subcommittee Activity Reports**

### **Professional Development Initiative Update**

**Dr. Patricia McIntosh, Chairperson**  
**Chief John Butler, Co-Chair**

Dr. McIntosh stated that there was not a lot to report. She advised that the FESHE meeting was more productive this year. She explained that last year's meeting consisted of debating terms, and this year there were very clear next steps identified. Dr. McIntosh believes that Mr. McCabe's retirement will leave a huge gap; however, she is enthusiastic and looking forward to what comes next after being on hold for a long time. Dr. McIntosh asked if the Board of Visitors will see the outcomes of the FESHE meeting. Mr. Gabliks advised that he will send them out once they are received.

Chief Butler advised that someone will need to take his place as co-chair on this committee.

### **National Fire Incident Report System**

**Chief Kevin Quinn, Co-Chair**

Chief Quinn stated that Mr. Troup provided a great report on NFIRS earlier in the meeting. He advised that there has been no activity other than what Mr. Troup provided. Chief Quinn explained that both subcommittees have been on hiatus for quite some time and need positions filled. He said that more direction is needed to get them active.



## Final Comments/Adjournment

- Ethics training: Ms. Gartrell-Kemp advised that Ms. Julia Hanson-Takyi and Mr. Dwayne Baker from FACA were online in the meeting, and that they, along with Mr. Dave Brummett, will reach out to everyone to provide ethics training. Mr. Gabliks stated that typically the training is done during the meeting; however, doing it this way will likely be better for everyone involved.
- Upcoming meetings: A poll was taken to decide the dates and the results are as follows.
  - March options: A virtual meeting from 1 p.m. to 3 p.m. Eastern time on 10, 16, 17 or 24. The voting resulted in a March 10 meeting. Chief Quinn explained that he has a conflict that day. He will plan to attend the first hour as he has another meeting at 2 p.m.
  - August options: This will be an in-person meeting if it is allowed. Options were 16-17, 17-18 and 30-31. The poll resulted in a tie, discussion was held, and it was agreed that the meeting will take place Aug. 16-17.
- Professional Development Initiative Subcommittee co-chair position: Mr. Gabliks suggested, based on the internal work being done and discussions being held, to delay this until the March meeting. The delay will allow for additional information to be known in order to make a good decision. The Board agreed.

Ms. Gartrell-Kemp thanked Ms. Spielman, Ms. Newlin and Ms. Mumpower for their help, and she advised the Board of Visitors that Mr. Brummett would be in contact about the ethics training.

Chief Butler asked if there were any further new business or items that needed to be discussed. There were none.

Meeting adjourned 2:38 pm.